

The Chancery Court is a court of equity. The Chancery Court office files numerous types of cases such as: Divorces; Land Matters; Estates; Paternity cases; Child Support; Conservatorships; and Adoptions.

Most of our cases are public record and are open to the public. The Title "chancery clerk" does not even begin to describe the various duties and responsibilities attendant to the office. The chancery clerk assists not only the functions of the chancellor and the court, but assists the board of supervisors and plays a vital role in many county affairs, as well.

The duties of the chancery clerk include, but are not necessarily limited to the following:

Court is held 2 Weeks out of each month & convenes at 9:00 A.M.

CLERK of the COURT

- Attending and maintaining the minutes of chancery court
- creating and maintaining file each chancery court suit
- issuing process for service upon defendants
- recording the court's activities in various docket and minute books
- maintaining dockets
- processing all phases of civil commitments
- receiving and accounting for various filing fees required to accompany pleadings and appeals
- attending each session of the chancery court
- transmitting statistical data to the Mississippi Supreme Court, AOC
- processing the court's record(s) for appellate review

CUSTODIAN of PUBLIC LAND RECORDS

- Creating and maintaining various indexes for documents filed in the public land records (i.e., sectional index, direct/reverse index, etc...)
- Collects Delinquent Real Property Taxes
- creating and maintaining volumes which contain copies of all documents filed and indexed in the public land records (i.e., deed books, deed of trust books, or some combination thereof, etc...)
- receiving and accounting for various filing fees required to accompany documents left for recording
- maintaining all records of property sold for taxes by the county tax collector each year and accepting and processing payment in redemption of those taxes.

▣ CLERK of the BOARD of SUPERVISORS

- Receiving and processing claims made against the county, which necessarily includes maintaining the county's Docket of Claims
- Assisting the board in equalizing the assessment rolls of real and personal property
- compiling various reports on the board's behalf and submitting them to other state governmental entities as required
- receiving and processing all applications made for homestead exemption and reporting thereon to the State Tax Commission
- assisting the board in preparing the annual county budget (not required, but routinely done as a courtesy to the board)
- submitting a monthly report of all county funds to the board

COUNTY AUDITOR

- keeping accounts with each county office
- keeping ledger accounts of all receipts and disbursements of county funds
- keeping financial records for all county officers responsible for receiving or collecting money for the county, including a detailed account for debits warrants and properly documenting funds paid to the county